

1020
18 February 1998

E-Mail ALPERSRU G/98

Subj: COAST GUARD COMPANY COMMANDER INSIGNIA

Ref: (a) ALDIST 018/98, COMDTNOTE 1020 COMPANY COMMANDER INSIGNIA
(b) PERSONNEL AND PAY PROCEDURES MANUAL, HRSICINST M1000.2A

Background: Reference (a) announced the authority to wear the Recruit Company Commander Insignia for personnel who have met the requirements of reference (a).

Discussion: This E-mail ALPERSRU provides procedures for preparation of the transaction to record the Company Commander Insignia in PMIS.

Under paragraph 2.C of reference (a), Action Code 305 should only be submitted to record permanent eligibility for the Company Commander Insignia; it should not be submitted to record temporary eligibility.

Personnel meeting the requirements for the insignia shall provide supporting documentation to their commands. Commands will forward a copy of the member's designation authorizing the insignia to the PERSRU for use as a PMIS source document.

SDA II Release 2.11 has incorporated the new award code and the contents of this ALPERSRU will also be included in an upcoming change to reference (b).

PERSRU Upon receipt of supporting documentation, PERSRUs shall create an Action Action Code 305 by:

1. Completing the "Record Award Information" event from the Miscellaneous Event Submenu of the General Record Maintenance option in SDA II,
2. Enter award code "CC" for Company Commander Insignia.

The new award code will be displayed on Page 03 of PMIS.

Questions If you have any questions, please contact HRSIC's Customer Service Team at (913) 357-3540.

Released /s/

By J. D. WILLIAMSON
Executive Officer